

**CHARTER REVIEW COMMITTEE**  
Meeting Minutes

**For the Meeting Held On :** July 9, 2015

**Meeting Time :** 6:30 pm

**Location :** Council on Aging – Media Room

**Address :** 328 North Main Street, East Longmeadow, MA

**Meeting Posted On...**      **Day:** Friday      **Date:** 05 / 26 / 2015  
(48 hrs required)

**Is Meeting Being Recorded by Digital Recorder:**      Yes X      No \_\_\_\_\_

**The Minutes of this Meeting are being taken by:**      Marge Larocca

**Committee Members:** (check if attended)

Dawn Starks	✓	Russell Denver	✓	William Fonseca	✓	George Kingston	
Larry Levine		Eric Madison	✓	Raymond Miller	✓	Tom O'Connor	✓
Ralph Page	✓						

**Attendees:** Marge Larocca

**Did the Chair release any prior Executive Session Minutes?**

Yes		No	x
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**Dates of Executive Session Released :**

**TOPIC / MATTER    #1**

**Update on Collins Center Contract**

**Summary of Matter Discussed :**

- The Chairman opened the meeting and announced that the Collins Center consultant will attend the next meeting, and that there is a lot of information to go through before next meeting. She stated that the Charter Commission's reserve fund transfer request had been approved by the Board of Selectmen.
- The Chairman stated that Town Counsel and the Town Accountant have reviewed the contract for the consultant. She added that the first payment will be after the over-view meeting on July 23<sup>rd</sup> that is slated to discuss: timeline & schedule, the charter framework, its components and the legislative branch.
- The Chairman distributed the document: The Identified keys for improvement/change. She spoke about the keys for improvement and gave a description of three major areas for improvement. She asked that committee members email her with any questions they might have for the consultant prior to next meeting.
- The Chairman distributed three documents she received from the Collins Center: Framework for charter decision-making, Framework for considering form of government-town or city, and Charter Components. She then followed with a description of each one.
- The Chairman spoke about town charters that she received from the Collins Center and stated that she will send them to everyone for review before the next meeting.

**Documents or Exhibits for this Matter:**

- The Identified Keys for Improvement/Change; Framework for charter decision-making; Framework for considering form of government-town or city; Charter Components.

**Votes Taken Under this Matter :**

- None

## **TOPIC / MATTER #2**

### **Other Business**

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#### **Summary of Matter Discussed :**

- Discussion began about contacting members of appointed boards and committees to invite them to a general meeting proposed for July 27<sup>th</sup>.
- John Maybury asked to speak to the Commission about getting clarification about an article that was printed in The Reminder.
- The Chairman gave description about her impression on the main focus of the meeting with the Board of Public Works was on communication and if possible make it structurally better for the boards and the public. It was stated that this was found to be a common discussion in all the meetings that have been conducted and the reporter only wrote about the one meeting.
- Mr. Maybury spoke about how the Board of Public Works conducts their meetings. Mr. Madison stated that the statement in The Reminder was not made to embarrass the DPW and that it was made in terms of a “fractured government”. Mr. Miller added that in the meetings with the department heads communication is a problem, and not for any particular department. He stated that it is a concern of many.

#### **Documents or Exhibits for this Matter:**

- None

#### **Votes Taken Under this Matter :**

- None

## **TOPIC / MATTER #3**

### **Meeting Minutes**

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#### **Summary of Matter Discussed :**

- The Meeting Minutes of June 25, 2015 were reviewed. The motion was seconded. Discussion followed. A motion was made to amend the minutes to change the word definition in the last sentence of the first paragraph to procurement. The motion to amend was seconded, and all were in favor. The motion to approve the minutes as amended was approved, seconded and all were in favor. Bill Fonseca abstained from the vote.

#### **Documents or Exhibits for this Matter:**

- Charter Commission Meeting Minutes – June 25, 2015

#### **Votes Taken Under this Matter :**

- The Meeting Minutes of June 25, 2015 were reviewed. The motion was seconded. Discussion followed. A motion was made to amend the minutes to change the word definition in the last sentence of the first paragraph to procurement. The motion to amend was seconded, and all were in favor. The motion to approve the minutes as amended was approved, seconded and all were in favor. Bill Fonseca abstained from the vote.

## TOPIC / MATTER #4

### External Meetings

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**Summary of Matter Discussed :**

- The Chairman stated that two meetings have been conducted with external communities to date.
- A description was given about meeting with Charlie Blanchard of the Town of Palmer and discussing Palmer's form of government.
- A description was given about meeting with a member of the Town of Wilbraham's Board of Selectmen and Town Administrator, Nick Breault, to discuss Wilbraham's form of government.

**Documents or Exhibits for this Matter:**

- None

**Votes Taken Under this Matter :**

- None

**7:45 PM: Motion to Adjourn**

**Next Meeting: July 23, 2015 – 6:30PM – 328 North Main St. – Media Room**

<b>MEETING FOLLOW UP:</b>
Draw up bios for Charter webpage
Write monthly updates for webpage - <i>George</i>
October 15, 2015 – date for Public Hearing
<b>PRIOR MEETING NOTES:</b>
Set up meetings with surrounding communities